

CITY OF HOSCHTON
CITY COUNCIL
TUESDAY, JULY 16, 2024 AT 6:00PM
HOSCHTON COMMUNITY CENTER
65 CITY SQUARE, HOSCHTON



REGULAR MEETING
AGENDA

CALL TO ORDER

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

OLD BUSINESS

1. Resolution 2024-34: Amendment of the Comprehensive Plan of the City of Hoschton, Georgia, to Adopt an Update to the Capital Improvements Element and Community Work Program (i.e. required annual update) [*Planning & Zoning Commission Recommendation: Approval*]
2. Amendment of the Comprehensive Plan of the City of Hoschton, Georgia, to Amend the Future Land Use Plan and for Other Purposes [*Planning and Zoning Recommendation: Approval*]
3. Resolution 2024-25: Water First Rebates

NEW BUSINESS

1. Police Policy Update
2. Police Department Housing and Booking Contract with JCSO
3. Police Department Memorandum of Understanding with JCSO for Extraterritorial Assistance
4. Public Works Building Exterior Color Scheme
5. Public Works Building Contract Addendum
6. Resolution 2024-35: Personnel Policy Update Regarding Overtime for Non-Exempt Employees

ADJOURN

Announcements:

July 19th Back to School Bash—Downtown on City Square 6:00-9:00pm

July 24th Planning & Zoning Commission Meeting 6:00pm

July 25th Community Conversations Open Forum—Bring your questions 6:30pm

CIVILITY PLEDGE

The way we govern ourselves is often as important as the positions we take. Our collective decisions will be better when differing views have had the opportunity to be fully vetted and considered. All people have the right to be treated with respect, courtesy, and openness. We value all input. We commit to conduct ourselves at all times with civility and courtesy to each other.

CITY OF HOSCHTON RULES OF DECORUM

The purpose of the Rules of Decorum is to foster an atmosphere of civil and courteous discourse, even and especially when discussing contentious topics, at all meetings held by the City of Hoschton.

a. Rules applicable to the public

1. Each speaker will be given 5 minutes during public comment.
2. Each speaker will direct his or her comments to the Mayor or presiding officers and not to any other individual present.
3. Each speaker will refrain from personal attacks, foul or abusive language, and will maintain a civil and courteous manner and tone.
4. Each speaker will speak only to the agenda item under consideration. This does not apply during the Public Comment agenda item.
5. Members of the audience will respect the rights of others and will not create noise or other disturbances that will disrupt the meeting.

b. Rules for Mayor and Members of Council, Committees, Boards, or Commissions

1. Members will conduct themselves in a professional and respectful manner at all meetings.

OLD BUSINESS

ITEM #1

Comprehensive Plan Update to Capital Improvements Element and
Community Work Program

(Continued from last month)

Resolution 2024-34

CITY OF HOSCHTON
STATE OF GEORGIA

RESOLUTION 2024-34

A RESOLUTION AUTHORIZING THE TRANSMITTAL OF THE DRAFT ANNUAL UPDATE OF THE CAPITAL IMPROVEMENTS ELEMENT AND COMMUNITY WORK PROGRAM OF THE COMPREHENSIVE PLAN TO THE NORTHEAST GEORGIA REGIONAL COMMISSION FOR REQUIRED REGIONAL AND STATE REVIEW AND REQUESTING FAVORABLE CONSIDERATION

WHEREAS; The City of Hoschton has adopted a comprehensive plan including a capital improvements element (CIE); and

WHEREAS; Rules of the Georgia Department of Community Affairs, Chapter 110-12-2, Development Impact Fee Compliance Requirements, require that the City annually update the capital improvements element; and

WHEREAS; The City is also required by said rules to annually update its community work program component of the comprehensive plan; and

WHEREAS; The City's planning consultant has prepared the required annual updates; and

WHEREAS; After public notice, the Hoschton City Council conducted a public hearing on June 13, 2024 on the annual update of the capital improvements element and the community work program to solicit community input on the draft annual update; and

WHEREAS; the Hoschton City Council hereby certifies that it has met the minimum procedural requirements for annually updating the capital improvements element and community work program and amending the comprehensive plan;

Now, therefore, IT IS RESOLVED as follows:

1.

The City Council hereby authorizes the city clerk to transmit a signed copy of this resolution and a draft copy of the annual update of the capital improvements element (CIE) and community work program of the comprehensive plan of the City of Hoschton, along with an impact fee expenditures report for the year 2023, to the Northeast Georgia Regional Commission for required regional and state review. The City Council hereby requests favorable consideration of the same.

SO RESOLVED, this the 16th day of July, 2024.

Debbie Martin, Mayor

ATTEST:

Jennifer Williams, Assistant City Clerk

Approved as to Form:

Abbott S. Hayes, Jr., City Attorney



Jerry Weitz & Associates, Inc.
Planning & Development Consultants

1225 Rucker Road, Alpharetta, Georgia 30004
Phone: (404) 502-7228 E-Mail: jweitz@bellsouth.net

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Land Development Applications
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MEMORANDUM

TO: Honorable Mayor and City Council, City of Hoschton

From: Jerry Weitz, Consulting Planner, City of Hoschton

Date: July 10, 2024

Subject: July 11th City Council Work Session Agenda Item: Capital Improvements
Element, 2024 annual update: recommended revisions

The capital improvements element (CIE) is a document that is required for the city's collection of impact fees for parks and open space and police. The draft CIE that is in your package indicates that the level of service standard for police space (0.95 square feet per functional population) will stay the same.

The city is currently engaged in a 10-year study projecting various city government needs. As a part of that effort, additional information has been acquired and reviewed by city administration and the police chief. As a result of discussions, it is recommended that the level of service standard for police (law enforcement, including court space) be reduced from 0.95 square feet per functional population to 0.6 square feet. This change is recommended based on the following rationale:

When the level of service standard of 0.95 per functional population was established, the city did not have an operational police force. Now that it does (including the police chief), better information is available on the necessary scope of the city's police department. Further, the 10-year study (in progress) has helped administration determine the number of future police officers needed and, hence, a better estimate of building space needs. The city does not need as much space as called for in the level of service standard based on this new information.

As a result, consulting planner recommends that the city council consent to some changes to the draft prior to submission for regional and state review. The changes are suggested below. There is no need to vote on these, but consensus to make these draft changes should be made so that a revised draft CIE can be sent following approval by Council of the transmittal resolution at your voting session this month.

1. Level of service standard for police: Change from 0.95 square feet to 0.6 square feet.
2. Change the projection of needs based on this lower standard (Table 8) as follows:

**Table 8
Projection of Police and Court Building Space Demands, 2024-2044
City of Hoschton**

	2024	2029	2044
Functional population of Hoschton	7,645	18,128	23,189
Cumulative new police and court building space (square feet) needed (@ LOS standard of 0.95 0.60 square feet per functional population)	7,262 4,587	17,221 10,877	22,029 13,913

Associated changes to the text will also be made to reflect these changes, including changing the current “deficiency” from 4,074 square feet to 1,399 square feet.

Change the schedule of improvements (Table 9) to propose new police building space from 20,409 square feet to 13,913 square feet (2044 needs at a reduced level of service standard). The new estimated cost of the police building including land, architecture and engineering, and building construction, is as follows, which will meet all of the project needs in 2044.

**Table 9
Schedule of Improvements, 2024-2029
Police and Municipal Court (Dollars)
City of Hoschton**

Capital Improvement/ Authorized expenditure	2024	2025	2026	2027	2028	2029	Total 2024-2029	Source of Funds	% Eligible for Funding with Impact Fees
Acquire and prepare site for new police and court space (3 acres @ \$150,000 per acre (may be share of larger land assemblage to include city hall)	450,000						450,000	IF; capital funds, SPLOST	Current impact fees held (100%); plus future impact fees (67.03%)
Architecture and engineering @ 15% of cost of building space for 13,913 square feet			626,085				626,085	IF; capital funds, SPLOST	Current impact fees held (100%); plus future impact fees (67.03%)
Construct 13,913 square feet of police and court space (@ \$300 per square feet)						4,173,900	4,173,900	IF; capital budget; SPLOST	Current impact fees held (100%); plus future impact fees (67.03%)
TOTAL SHOWN	450,000		626,085			4,173,900	5,249,985		

Source: Jerry Weitz & Associates, Revised July 10, 2024.

IF = Impact fees; SPLOST = special local option sales tax

More than two-thirds of the total cost of the police facility space can be paid for with impact fees, including current impact fee fund balance and future impact fee collections.

CHAPTER 8
CAPITAL IMPROVEMENTS ELEMENT (CIE)
(2024 Annual Update)

SUMMARY

This document is an element of the City of Hoschton's comprehensive plan. It specifies capital improvements for which development impact fees are charged in Hoschton. This capital improvements element (CIE) includes information for parks and open space and public safety (police). This annual update has extensive changes due to the city's annexation of additional land and because of major rezoning actions that change the land use assumptions and the projections for facility needs.

REQUIREMENTS

To support a development impact fee program, the city's comprehensive plan must meet state administrative rules for Capital Improvements Elements (CIEs).¹ The rules, among other things, require that, for each facility included in the development impact fee program, the following must be included: a service area must be established; a quantifiable level of service (LOS) standard must be specified; long-term needs (demands) shall be assessed; and a schedule of improvements identifying projects to be funded with impact fees during the next five years must be submitted and then annually updated after its adoption.

PROJECTIONS, FORECASTS, AND LAND USE ASSUMPTIONS

Total population is the sum of household population (i.e., persons living in households) and group quarters population (i.e., persons residing in nursing homes, jails, dormitories, etc.). Hoschton does not currently have any group quarters population. Occupied housing units are the same thing as households.

The city's estimated population (100% decennial census population count) as of April 2020 was 2,666 persons living in 1,038 housing units (977 occupied), for an average household size of 2.73 persons per occupied dwelling unit (Source: U.S. Census Bureau, PL 94-171 data accessible at www.data.census.gov). All but about 40 of the 1,038 housing units were detached, single-family dwelling units. As of the decennial census, Hoschton did not have any fee simple townhouses or senior apartments. As of April 2020, only an estimated 31 dwelling units had been constructed within the Twin Lakes Planned Unit Development (PUD), which was annexed and zoned in 2018.

Based on review of building permit activity reports, the housing stock in Hoschton has more than doubled since 2020 to an estimated 2,472 units as of April 1, 2024. The increase in housing units has included detached, single-family dwelling units, fee-simple townhouses and age-restricted (senior) attached and non-attached units. Because of the diversification of types of units in Hoschton, the average household size of 2.73 persons per household in 2020 has been reduced slightly to an estimated 2.68 persons per unit as of April 1, 2024. Table 1 provides projections and forecasts for the city which were updated in May 2024.

¹ Rules of Georgia Department of Community Affairs, Chapter 110-12-2, Development Impact Fee Compliance Requirements

**Table 1
Projections and Forecasts, 2020-2044
City of Hoschton**

PROJECTION/FORECAST	2020	2024	2029	2044
Total Housing Units	1,123	2,472	5,794	7,284
Households	1,066	2,472	5,794	7,284
Persons Per Unit	2.70	2.68	2.51	2.54
Household Population	2,878	6,645	14,573	18,543
Group Quarters Population	0	0	0	280
Total Population	2,878	6,645	14,573	18,823
Employment	532	1,000	3,555	4,366
Functional Population (Total Population + Employment)	3,410	7,645	18,128	23,189

Source: Jerry Weitz & Associates, Inc. May 2024.

**Table 2
5-year and 20-year Increases in Population and Functional Population
2024-2029 and 2024-2044
City of Hoschton**

PROJECTION/FORECAST	2024 Existing	Net Increase 2024-2029	Net Increase 2024-2044
Housing Units	2,472	3,322	4,812
Population	6,645	7,928	12,178
Employment	1,000	2,555	3,366
Functional Population	7,645	10,483	15,544

Source: Jerry Weitz & Associates, Inc. May 2024.

Hoschton’s population in 2044 is projected to be 23,189 persons. Population growth in Hoschton is definitely not expected to be spread uniformly across the 20-year planning period (horizon). Rather, the vast majority of the new housing units in Hoschton will be constructed by 2029, with housing starts weighted proportionally much heavier in the next five years. The projections of housing units and population in Table 1 are based on the assumption that the city will buildout (almost entirely, if not entirely) its residential lands within the city limits during the twenty-year planning horizon (2044). As noted above, the city does not have any nursing homes or other “group quarters” population. The projections of population include the forecast that, later in the planning horizon, Hoschton will become home to one or more institutionalized residential living arrangements such as nursing or congregate care homes, adding 280 persons in group quarters.

Hoschton has a relatively modest economic base, consisting of restaurants, retail trade establishments, services, and institutions and industries. Employment data for transportation analysis zones (TAZs), prepared as a part of the Jackson County Transportation Plan in 2019, were used to prepare employment estimates for this CIE. For projections and forecasts, the city’s consulting planner utilized a

buildout analysis of nonresidential lands and estimated employment on the basis of 1 employee per 1,000 square feet of nonresidential space of new nonresidential development. Employment increases are forecasted to also be more heavily weighted during the five years rather than being spread evenly over the 20-year planning horizon.

Hoschton’s impact fee program includes public safety facilities and services (police). The service population for police is the population plus employment, or in other words, the “functional” population. As indicated in Table 1, the population is added together with employment to determine the functional population.

PARK AND OPEN SPACE LAND

Service Area

The service area for park and open space land is the city limits.

Inventory

Table 3 shows the inventory of park and open space lands within the City of Hoschton as of May 2024. The inventory does not include part of a ballfield that is owned by the Jackson County Board of Education, since the city does not own that portion of the ballfield.

**Table 3
Park and Open Space Land Inventory, May 2024
City of Hoschton**

Parcel No.	Address	Acres	Description
120 003R	374 Cabin Drive	8.73	4 ball fields, 2 tennis courts
119 0022	4727 Hwy 53	4.20	Ball field (part)
H02 056	E. Broad St	0.23	Building and open space
H02 082 (pt.)	79 City Square	0.25	Pavilion and open space
H02 058 (pt.)	Highway 53	0.15	Playground beside Depot
H01 003A	New Street	0.32	Undeveloped/open space
H01 003B	Pendergrass Rd	0.18	Undeveloped/open space
H01 004	Pendergrass Rd	0.22	Undeveloped/open space
H01 005	Oak Street	0.22	Undeveloped/open space
H01 006	67 Oak Street	0.20	Undeveloped/open space
H01 007	Oak Street	0.17	Undeveloped/open space
H01 008	Oak Street	0.09	Undeveloped/open space
H01 009	29 Oak Street	0.22	Undeveloped/open space
H01 00	15 Oak Street	0.16	Undeveloped/open space
H01 048	153 Mulberry Street	4.78*	Undeveloped/open space
H01 050A	Hall Street	1.65	Undeveloped/open space
H01 049	140 Mulberry Street	7.17	Home and lot
120 009A	Mulberry Street	8.16	Undeveloped/open space
		37.10	TOTAL

* total tract is 6.78 acres but 2 acres are subtracted for other uses.

Source: Jerry Weitz & Associates, Inc., July 2023, updated May 2024.

Existing Level of Service (LOS) and Level of Service Standard

Since residents are the users of park and open space lands, the level of service measure and standard for park and open space land is based on the residential population. The city established the following level of service measure in the first CIE in 2020: acres of park and open space land per 1,000 residents.

In the initial CIE, adopted in September 2020, the city adopted a level of service standard for park and open space land of 5.33 acres per 1,000 residents, the same as the existing level of service in 2020.

Since 2020 and the adoption of park and open space impact fees, the city has added significantly to its park land but has also added thousands of new residents. The existing level of service for park and open space land in Hoschton as of May 2024 is 37.10 acres of park and open space land for 6,645 residents, or 5.58 acres per 1,000 resident population. Thanks to the substantial purchase of additional park and open space land via from the Blankenship family, the city has kept up with rapidly increasing demands and has a very slight surplus of land as of May 2024. The existing level of service of 5.58 acre per 1,000 exceeds the adopted level of service standard of 5.33 acres per 1,000. However, the current surplus will be short lived, because of even more intensive population growth projected during the next five years as described further in the next section.

Assessment and Projection of Demands

Table 4 provides a projection of park and open space land demands based on the projected residential population. The city has a current park and open space land inventory of 37.10 acres as of 2024 (see Table 4 above).

**Table 4
Projection of Park and Open Space Land Demands, 2024-2044
(@ Current Level of Service Standard of 5.33 acres per 1,000 Residents)
City of Hoschton**

Type of Land	2024	2029	2044
Total Population	6,645	14,573	18,823
Cumulative demand for new park and open space acres (@ LOS standard of 5.33 acres per 1,000 residents)	35.10	77.67	100.32

Source: Jerry Weitz & Associates, May 2024.

Looking at the population growth projected during the upcoming five years, at the adopted level of service standard of 5.33 acres of park and open space land per 1,000 residents, the city would have to add another 42.57 acres of park and open space land in just five years, meaning the current inventory would have to more than double in size. That substantial additional demand is based on expected residential development of "Tribute" planned unit development and development of other extensive rezonings for additional dwelling units in 2023. Looking at the entire 20-year planning horizon,

Hoschton's park/open space land inventory would have to increase to more than 100 acres (a 200% increase) to meet the currently adopted level of service standard.

There are several reasons why maintaining the adopted level of service standard of 5.33 acres per 1,000 residents is problematic in the future. First, the accelerated pace of development in Hoschton means that the supply of tracts of land inside the city limits that are vacant and available for purchase by the city for park and open space land is dwindling substantially. It appears increasingly unrealistic that the city will be able to purchase land within the city limits to meet the adopted park and open space land standard of 5.33 acres per 1,000 population.² The city must spend its park and open space impact fees within the service area which is the city limits, so purchasing land outside the city with impact fees is not an option.

Secondly, the vast majority of the population growth that is anticipated in Hoschton will occur within planned unit developments, which by definition provide 20 percent or more of the land area as open space. This means that some of the demands for park and open space land are anticipated to be met with open spaces and parks within these new planned unit developments. This is another reason to consider and adopt a reduced level of service standard for park and open space land.

Another factor that positively supports a reduction of level of service standard is that the city currently meets and exceeds the adopted level of service standard for park and open space land. This means it is a most opportune time to change the level of service standard, if necessary, because there is no current "deficiency" of park and open space land that would have to be funded with monies other than impact fees.

Revised Level of Service Standard

For the reasons provided in the foregoing paragraphs, this Capital Improvements Element includes a formal change in the level of service standard from 5.33 acres per 1,000 population to a lower standard of 4.00 acres per 1,000 population. The city hereby adopts the level of service standard of 4.00 acres per 1,000 for the city's impact fee program. Even at this newly adopted level of service standard, the city will still have its work cut out for itself, because it is still an extensive amount of land to acquire.

Table 5 shows the demands for park and recreation land and the revised/readopted level of service standard. Even with the lower standard, the city will still have extensive park and open space land acquisitions required to maintain the newly adopted standard of 4.00 acres of park and open space land per 1,000 residents. During the next five years, the city will need to add 21.19 additional acres to its current (2024) supply of park and open space land. And during the 20-year planning period (2044), the city will need to add 38.19 acres to its park and open space inventory.

² The city's rezoning of the Pirkle tract included conditions of approval that require the extensive dedication of open space land at or about the time that property develops. However, due to the change in ownership of the Pirkle tract, future development is expected to change, and development of that tract is not imminent. Because it may be years before that tract develops, the city is unable to count on the dedication of additional open space land from the Pirkle tract that would count toward meeting the currently adopted level of service standard for park and open space land.

Table 5
Projection of Park and Open Space Land Demands, 2024-2044
(@ Newly Adopted Level of Service Standard of 4.00 acres per 1,000 Residents)
City of Hoschton

Type of Land	2024	2029	2044
Total Population	6,645	14,573	18,823
Cumulative demand for new park and open space acres (@ LOS standard of 4.00 acres per 1,000 residents)	26.58	58.29	75.29

Source: Jerry Weitz & Associates, May 2024.

Schedule of Improvements

The schedule of improvements for park and open space land is shown in Table 6.

Table 6
Schedule of Improvements, 2024-2029
Park and Open Space Land Impact Fee Program (Dollars)
City of Hoschton

Capital Improvement/ Authorized expenditure	2024	2025	2026	2027	2028	2029	Total 2024- 2029	Source of Funds	% Eligible for Funding with Impact Fees
Blankenship property acquisition (payments of impact fee funds committed)	TBD	TBD	TBD	TBD	TBD	TBD	TBD	Impact Fees	100%
Acquire 21.19 acres of park and open space land (@ \$75,000 per acre)					794,625	794,625	1,589,250	Impact Fees	100%
Total	TBD	TBD	TBD	TBD	TBD	TBD	TBD	Impact Fees	100%

Source: Jerry Weitz & Associates, May 2024.

LAW ENFORCEMENT (POLICE AND MUNICIPAL COURT)

Hoschton was served exclusively by the Jackson County Sheriff for sworn officer law enforcement functions, but as of August 2021 the city hired a police chief and established its own police force. Jackson County Sheriff’s Department still serves backup functions and covers time periods when city police are not working. Since establishment of the police department, the city has added additional personnel.

Service Area

The service area for law enforcement (police and municipal court) is the city limits of Hoschton.

Inventory

In 2023, Hoschton opened its new city hall and community center at City Square. The building that used to be city hall (3,188 square feet at 79 City Square) was then devoted exclusively to police and municipal court space. The inventory is shown in Table 7.

**Table 7
Inventory of Law Enforcement Building Space, City of Hoschton, 2024**

Location of Building Space	Total Building Space (Square Feet)
79 City Square (old city hall)	3,188

Source: City of Hoschton, July 2023.

Level of Service (LOS) Measures and Standards

Since both residential and nonresidential development are served by law enforcement facilities and services, the level of service measure and standard for police facilities are based on the functional population.

In September 2020, the city adopted a level of service measure for law enforcement (police and courts) of square feet of police building space per functional population. Police vehicles are not included in the impact fee program, because they do not qualify as “capital improvements” (i.e., they do not have a useful life of 10 years or more). In September 2020, the city adopted a level of service standard for law enforcement (police and court) facilities of 0.95 square feet of police building per functional population. No change is proposed to the adopted level of service standard.

Assessment and Projection of Demands

Table 8 provides a projection of police and court (law enforcement) space needed.

**Table 8
Projection of Police and Court Building Space Demands, 2024-2044
City of Hoschton**

	2024	2029	2044
Functional population of Hoschton	7,645	18,128	23,189
Cumulative new police and court building space (square feet) needed (@ LOS standard of 0.95 square feet per functional population	7,262	17,221	22,029

Source: Jerry Weitz & Associates, May 2024.

With a current inventory of 3,188 square feet, the city is currently far short of meeting the current demand for police facility space. There is a current deficiency of 4,074 square feet of law enforcement space that must be reconciled (paid for and provided) by the city within a reasonable period of time without using impact fees (except for those fees that have already been collected and have not been expended). In other words, except for current police facility impact fee balance of funds, the 4,074 square feet of additional space needed is attributed to the existing functional population and cannot be funded with impact fees from new development. That point is factored into the schedule of improvements below.

By 2029, the city will need 17,221 square feet of police and court space to serve the projected functional population, plus it will ultimately want to plan for the replacement of existing space (3,188 square feet) as a result of relocation of police facilities to a new building. This means the city needs to plan for a police and court facility space of 20,409 square feet by 2029. By 2044, the city will need to plan for 25,217 square feet of police/court space.

Schedule of Improvements

The schedule of improvements for police and court facility space is provided in Table 9. Increases in residential population and employment (i.e., the “functional” population) will create the need for a substantial capital improvement (building space) for law enforcement. Keeping in mind that the city will move all of its police facility spaces and municipal court into a new facility and free up the current space at 79 City Square for commercial space, the city must factor in the replacement of the 3,188 square feet of space now used for police and court but which will no longer be utilized. Hence, the future building improvement must take into account the current deficiency of 4,074 square feet, plus the total existing inventory that will be discontinued (3,188 square feet), for a total of 7,262 square feet. The city is able to utilize all law enforcement impact fees currently held, for the purpose of building new facilities.

**Table 9
Schedule of Improvements, 2024-2029
Police and Municipal Court (Dollars)
City of Hoschton**

Capital Improvement/ Authorized expenditure	2024	2025	2026	2027	2028	2029	Total 2024-2029	Source of Funds	% Eligible for Funding with Impact Fees
Acquire and prepare site for new police and court space (3 acres @ \$150,000 per acre (may be share of larger land assemblage to include city hall))	450,000							IF; capital funds, SPLOST	Current impact fees held (100%); future impact fees (64.42%)
Architecture and engineering @ 15% of cost of building space for 20,409 square feet			918,405				918,405	IF; capital funds, SPLOST	Current impact fees held (100%); future impact fees (64.42%)
Construct 20,409 square feet of police and court space (@ \$300 per square feet)						6,122,700	6,122,700	IF; capital budget; SPLOST	Current impact fees held (100%); future impact fees (64.42%)
TOTAL SHOWN	450,000		918,405			6,122,700	7,491,105		

Source: Jerry Weitz & Associates, May 2024.

IF = Impact fees; SPLOST = special local option sales tax

**APPENDIX A
SERVICE AREA MAP (CITY LIMITS)**



City Limits of Hoschton (Service Area)

Source: Jackson County Q Public

**CHAPTER 7
COMMUNITY WORK PROGRAM (2024 ANNUAL UPDATE)**

The community work program is amended to add a new year (2024), to drop year 2023, to remove projects that have been completed, and to add additional projects proposed by the city. The Community Work Program (2024-2028) provides a list of specific activities that the community plans to address as immediate priorities. This work program is updated annually because the city has adopted a capital improvements element (CIE) for development impact fees.

Dept.	Description	Year to be Implemented					Estimated Cost (\$)	Funding Source
		2024	2025	2026	2027	2028		
Water/Sewer	Complete Panther Creek sewer project	X					\$2,000,000	Grant and General Fund
Administration	Complete recodification project and update of city code of ordinances	X					\$22,000 or as budgeted	General Fund
Planning	Prepare a multi-modal plan for city streets and off-site trail networks (including golf cart paths) in consultation with homeowner's associations			X			\$20,000	General Fund
Roads/Grounds	Expand parking lot, correct drainage, repave at Depot			X			\$60,000	General Fund
Recreation	Construct kid's park at ballfields	X					\$125,000	Jackson County
Inspections	Update city codes to adopt standard state codes when revised and adopted by state		X		X		Staff function	General Fund
Planning	Update future land use plan map to incorporate annexations and changes in zoning	X				X	Staff function or Consultant	General Fund
Econ. Dev.	Renovate Larry's Garage building and property for business leases		X				TBD	General Fund
Recreation	Oak Street pavilion and community garden		X				TBD	General Fund
Water/Sewer	Phase 1 water main upgrade	X					\$2,900,000	Water/sewer fund
Planning	Place additional administrative forms and procedures on website; develop procedures guidance documents	X	X				\$3,500	General Fund
Econ., Dev.	Construct building addition on Depot property		X				\$800,000	General Fund
Administration	Prepare and implement community signage/wayfinding program for downtown and surrounding neighborhoods		X				\$10,000	General Fund
Administration	Update city safety plan and procedures at regular intervals or as mandated		X		X		Staff function	General Fund
Water/Sewer	Groundwater well study (complete) and develop multiple wells	X \$75,000	X	X		X	\$2,000,000	Water/sewer fund
Water/Sewer	Sewage treatment plant upgrade Phase 1	X	X				\$14,000,000	Water/sewer fund
Water/Sewer	Sewage treatment plant upgrade Phase 2		X	X			\$15,000,000	Water/sewer fund
Planning	Update capital improvements element and this community work program annually	X	X	X	X	X	\$1,000	General Fund
Planning	Implement schedule of improvements of capital improvements element as appropriate	X	X	X	X	X	See CIE	Impact fees; other

Dept.	Description	Year to be implemented					Estimated Cost (\$)	Funding Source
		2024	2025	2026	2027	2028		
Code Enforcement	Continue to pursue teardowns of substandard housing units through code enforcement	X	X	X	X	X	Included in General Fund	General Fund
Planning	Re-evaluate and amend land use regulations as needed	X	X	X	X	X	Staff function	General Fund
Administration	Actively participate in meetings of the Gainesville-Hall Metropolitan Planning Organization to monitor transportation planning proposals	X	X	X	X	X	Staff function	General Fund
Administration/ Engineering	Complete water/sewer projects programmed in 10-year capital improvement plan (2 new water tanks, sewer plant upgrade, additional water supplies, etc.)	X	X	X	X	X	See water/sewer capital program for estimates	Water/ Sewer Fund
Engineering/ Building	Continue to implement Municipal Stormwater Program (MS4) federal mandates	X	X	X	X	X	Consultant (\$25,000 annually)	General Fund
Administration	Re-evaluate personnel needs and propose and budget for new positions as appropriate	X	X	X	X	X	City Manager (cost TBD)	General Fund
Econ. Dev.	Design and construct parking deck downtown			X	X		\$10,000,000	Grant; SPLOST, General Fund
Engineering	Periodically update 10-year capital improvement program for water and sewer		X		X		\$10,000	Water and Sewer Fund
Administration	Participate in five-year update of disaster preparedness/mitigation plan with county				X		Staff function	General Fund
Administration	Interview senior stakeholders and develop a senior service delivery plan, including focus on housing, recreation, and transportation				X		\$10,000 or staff function	General Fund
Administration	Develop benchmarking study to evaluate how Hoschton compares to peer/ aspirational communities					X	\$6,000 (consultant)	General Fund
Engineering	Revise standard drawings for water and sewer					X	\$15,000	General Fund

SPLOST = Special Local Option Sales Tax.

OLD BUSINESS

ITEM #2

Comprehensive Plan Amendment of Future Land Use Plan

(Continued from last month)



**Jerry Weitz & Associates, Inc.
Planning & Development Consultants**

1225 Rucker Road, Alpharetta, Georgia 30004
Phone: (404) 502-7228 E-Mail: jweitz@bellsouth.net

Growth Management
Comprehensive Planning
Zoning & Land Use Regulations
Land Development Applications
Expert Testimony
Zoning Administration

MEMORANDUM

TO: Hoschton Planning and Zoning Commission

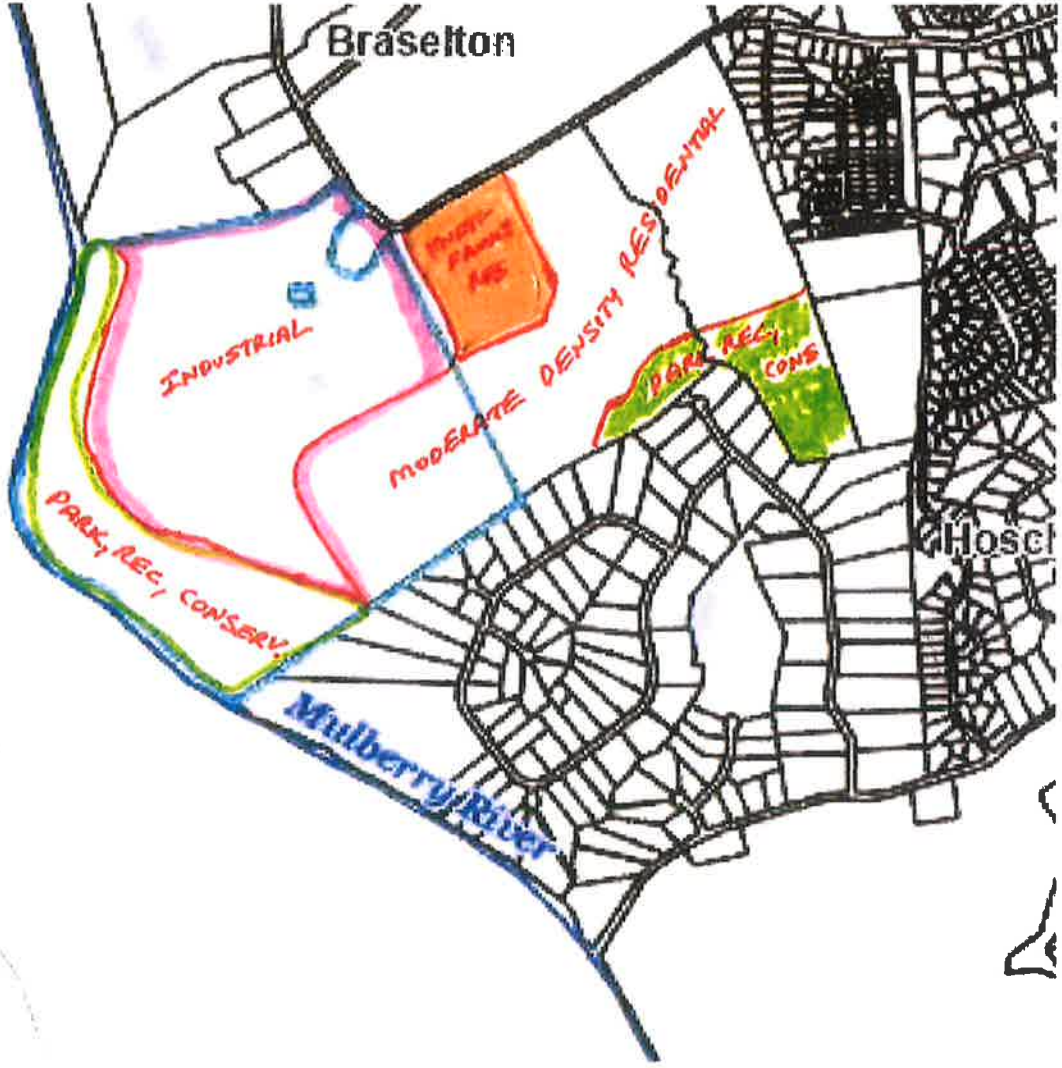
From: Jerry Weitz, Consulting Planner, City of Hoschton

Date: May 22, 2024

Subject: May 22nd Commission Agenda Item: Amendment of the Comprehensive Plan to update the future land use plan map (supplement)

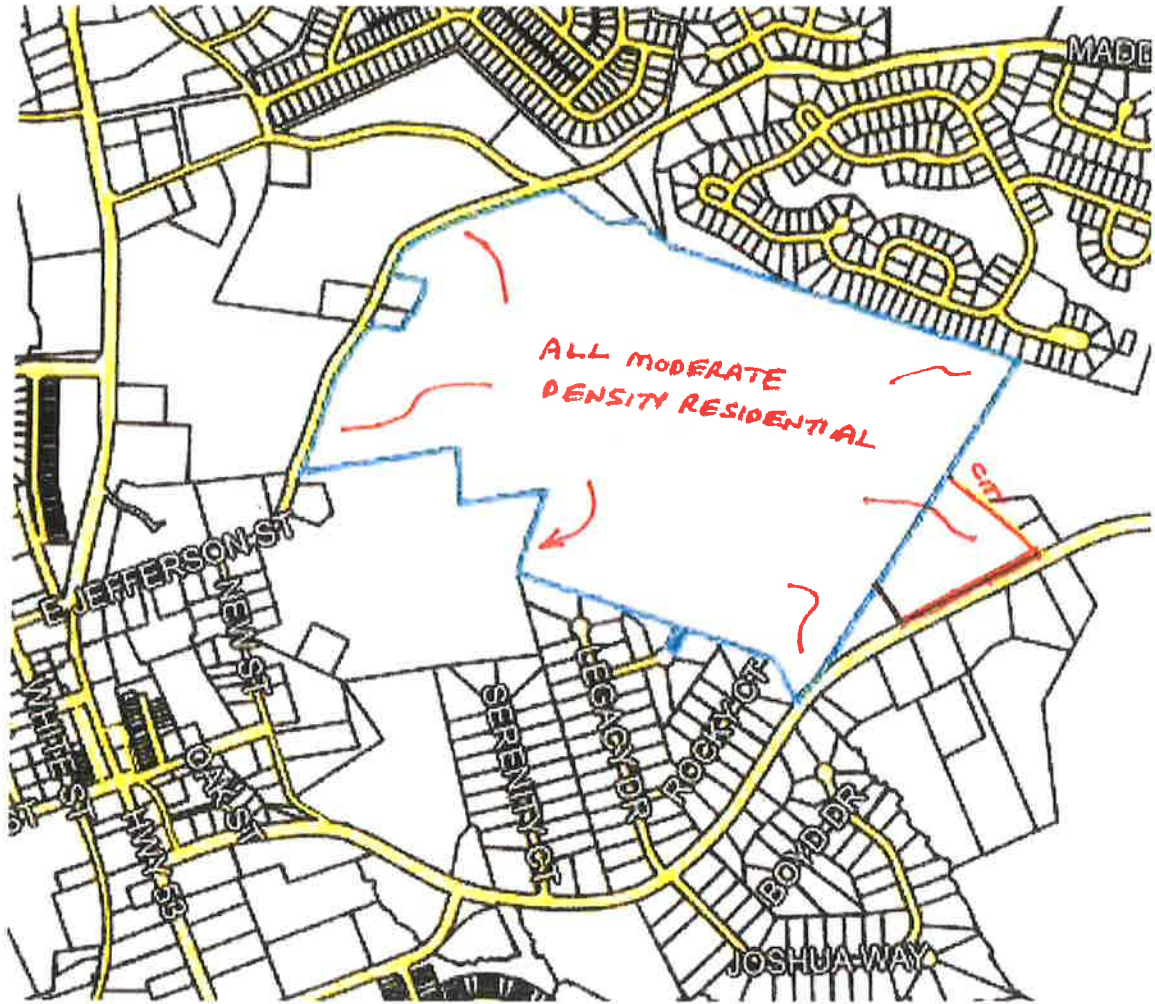
Attached for your review and discussion during the May 22nd meeting are hand-marked up maps of the specific changes described generally in the prior correspondence.

Attachments



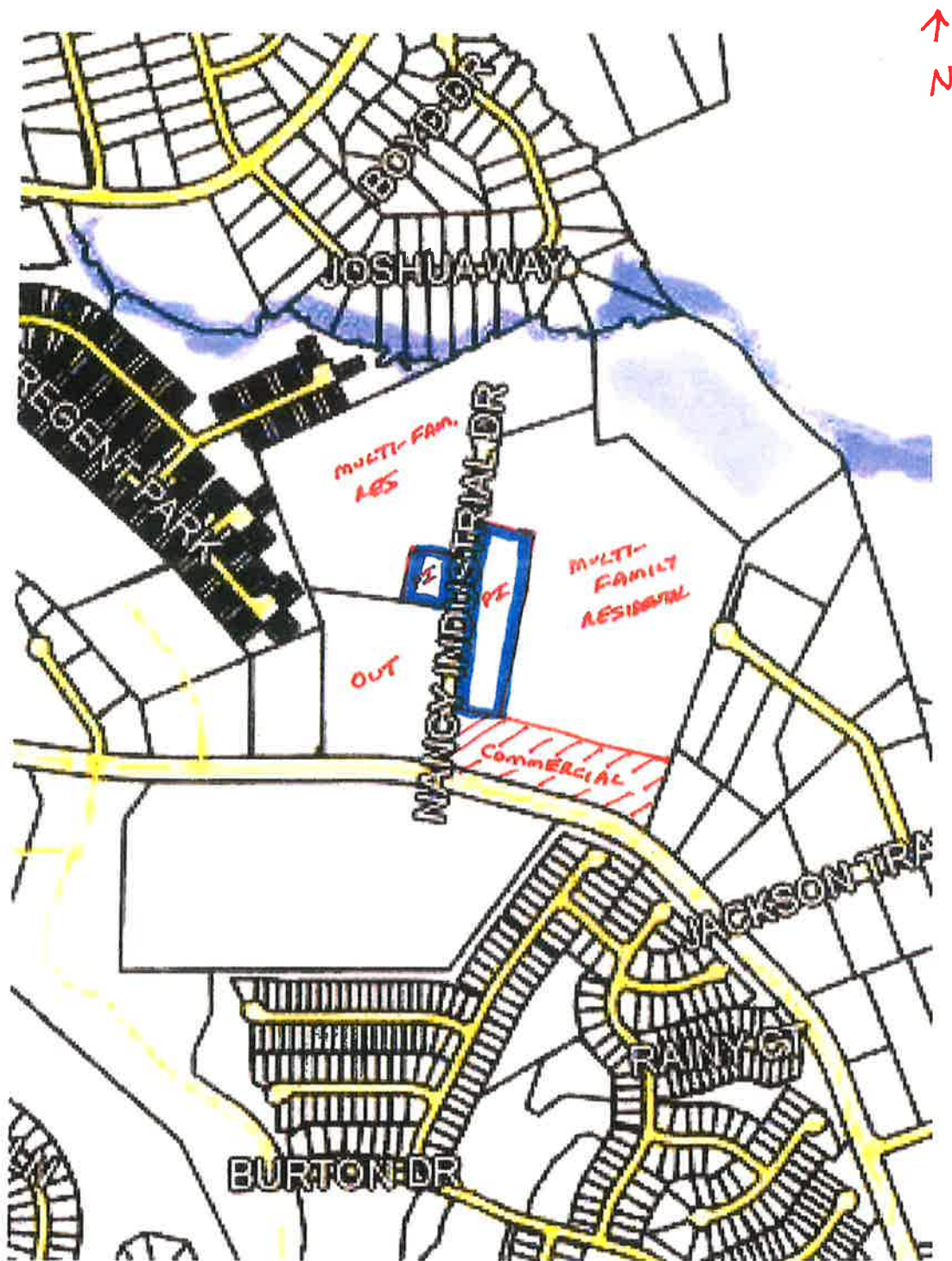
HOUGHTON FUTURE LAND USE
PLAN MAP

[PIRKLE FARM - U-LINE]

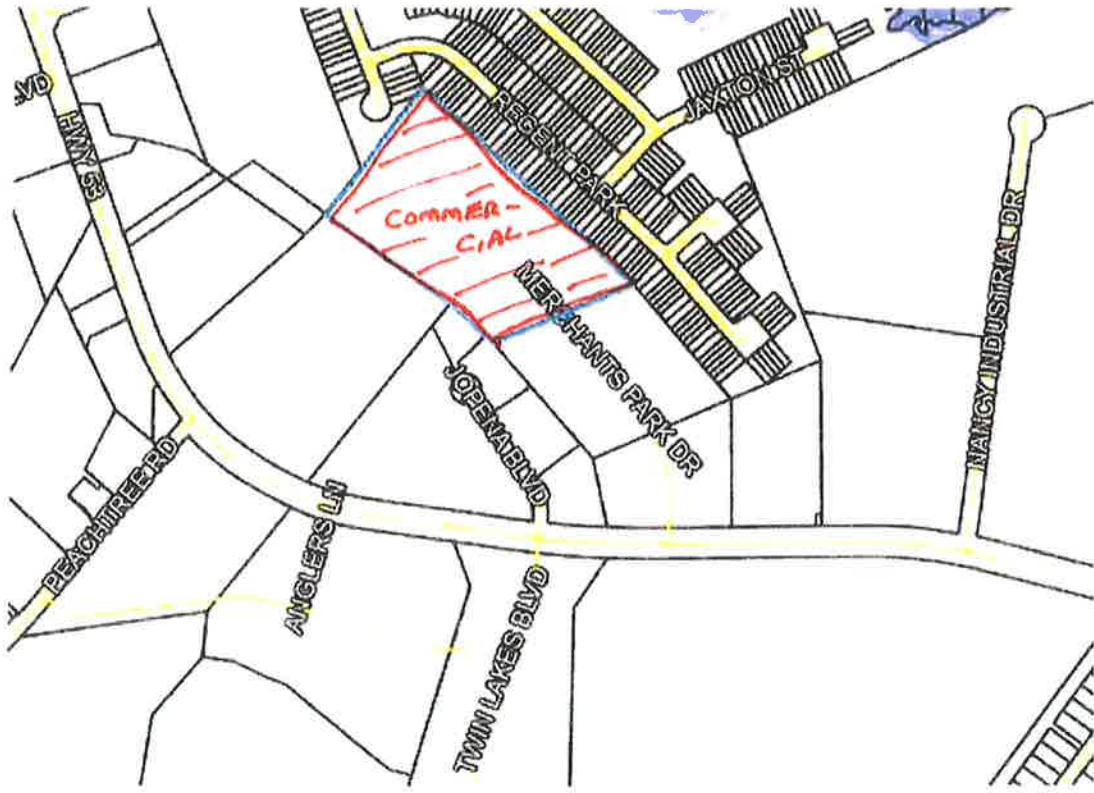


HOSCHTON FUTURE LAND USE PLAN

[SELL - PROVIDENCE]

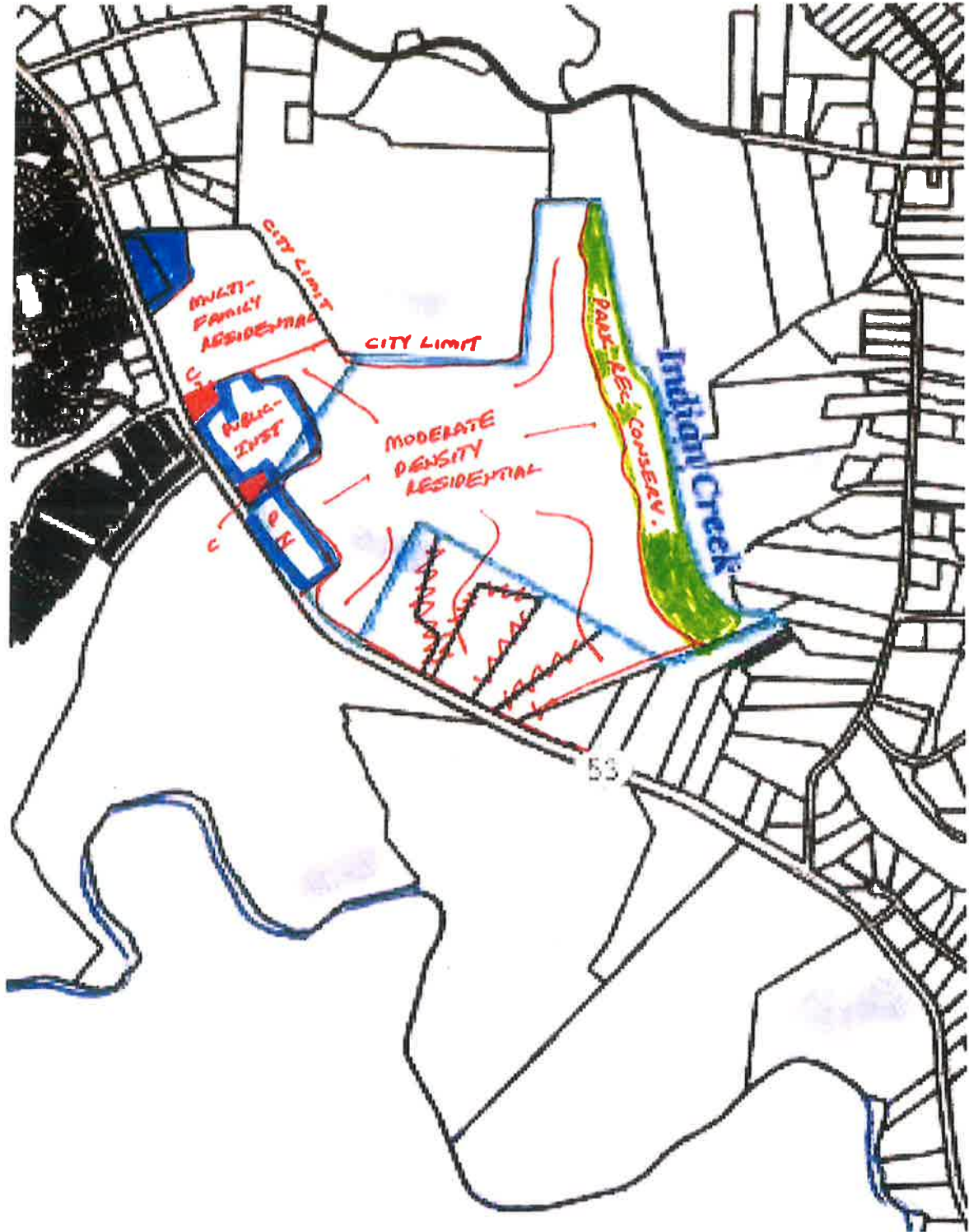


HOSCHTON FUTURE LAND
USE PLAN
[GP'S ENTERPRISES]



HOSCHTON FUTURE LAND
USE PLAN

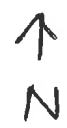
(KROGER - PART



HOSENTON FUTURE LAND
USE PLAN MAP

[ROCKLYN HOMES - KENERLY]

PETE
PB 60 P. 168



Remove Planned Unit Development
 Replace with Res categories / other

Residential - Moderate Density



HOSCHTON FUTURE LAND USE





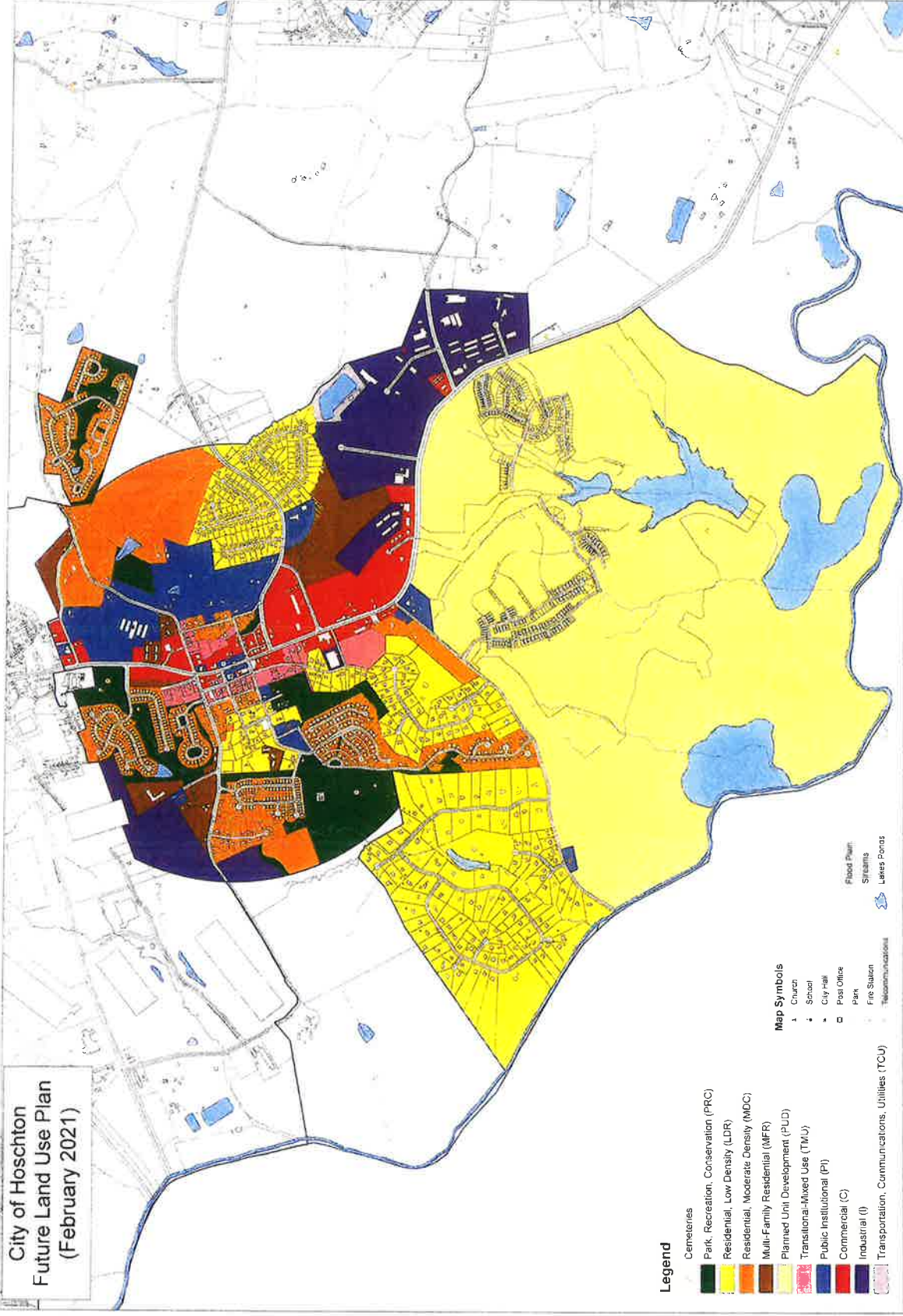
Residential - Multi-family (fee simple townhouse)



HOSCHTON FUTURE LAND
USE PLAN

[ALMA FARMS]
(all moderate density residential
except as noted)

City of Hoschton
Future Land Use Plan
(February 2021)



- Legend**
- Cemeteries
 - Park, Recreation, Conservation (PRC)
 - Residential, Low Density (LDR)
 - Residential, Moderate Density (MDC)
 - Multi-Family Residential (MFR)
 - Planned Unit Development (PUD)
 - Transitional-Mixed Use (TMU)
 - Public Institutional (PI)
 - Commercial (C)
 - Industrial (I)
 - Transportation, Communications, Utilities (TCU)
- Map Symbols**
- Church
 - School
 - City Hall
 - Post Office
 - Park
 - Fire Station
 - Telecommunications
 - Flood Plain
 - Streams
 - Lakes/Ponds



City of Hoschton, GA

Layout & Mapping By
Jackson County GIS Department
 1000 Highway 163, Suite 101, 175
 Hoschton, GA 30555
 Phone: 706.336.2200
 Fax: 706.336.2200

Jerry Wells & Associates, Inc.
 1000 Highway 163, Suite 101
 Hoschton, GA 30555
 Phone: 706.336.2200
 Fax: 706.336.2200

OLD BUSINESS

ITEM #3

Water First Rebates

Resolution 2024-25

RESOLUTION NUMBER 2024-25
A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF HOSCHTON, GEORGIA
AUTHORIZING THE DEVELOPMENT OF A TOILET REBATE PROGRAM
SAID RESOLUTION ALSO AUTHORIZES
THE MAYOR AND CLERK TO EXECUTE APPROPRIATE
DOCUMENTS FOR IMPLEMENTATION OF THE PROGRAM

WHEREAS, the City of Hoschton, Georgia continues to grow and experience increased demand on the potable water distribution system, and

WHEREAS, the City of Hoschton, Georgia has adopted a water conservation plan as required by the Georgia EPD, and

WHEREAS, water conservation is an important activity in the City and a large portion of water supply is utilized in older toilet fixtures, and

WHEREAS, the City of Hoschton is striving to become a WaterFirst designated community, and

WHEREAS, aggressive and initiative-taking water conservation measures are paramount in achieving WaterFirst designation, and

WHEREAS, the City encompasses a number of older home with older plumbing fixtures, and

WHEREAS, the City desires to develop a toilet rebate program commensurate with numerous other Georgia Cities, and

WHEREAS, a toilet rebate program would incentivize the replacement of high volume older plumbing fixtures with low flow fixtures, and

WHEREAS, a toilet rebate program is expected to reduce the City's daily water demand and reduce a participating water user's monthly water cost.

NOW THEREFORE be it resolved by the City Council of the City of Hoschton to authorize the development of a toilet rebate program in accordance with the Georgia Water Wise Council and commensurate with other similar situated Georgia local Governments.

BE IT FURTHER RESOLVED to authorize the Honorable Debbie Martin, Mayor, and City Manager/Clerk, Jennifer Kidd-Harrison to execute the procedures and other appropriate documents on behalf of the City.

THIS RESOLUTION READ AND PASSED BY A QUORUM OF THE CITY COUNCIL OF THE CITY OF HOSCHTON, GEORGIA, ON THE _____ DAY OF _____, 2024 AND HAS NOT BEEN RESCINDED IN ANY WAY.

By: _____
Ms. Debbie Martin, Mayor

By: _____
Ms. Jennifer Kidd- Harrison, City Clerk

(Seal)

Jen Williams

From: Jerry Hood <jhood@eminc.biz>
Sent: Wednesday, July 3, 2024 1:49 PM
To: Jen Williams
Subject: budget line item for FY 2025-- low flow toilet rebate program

Good afternoon:

According to census reports, Hoschton had approximately 200 single family occupied structures in 1990. Without a detailed and expensive survey, one could assume that each structure had two restrooms for a total of potentially 400 high flow toilets in Hoschton. One could also assume that the general public likely won't replace the units until there's an issue. Likely, the most replacements in a year would be say, 10 per cent or 40.

40 units at \$100.00 each would equate to an annual budget cost of \$4,000.

I think that would be more than adequate

Regards, Jerry

JERRY E HOOD • CEO



ENGINEERING MANAGEMENT, INC.

303 Swanson Dr • Lawrenceville, GA 30043

Office 770-962-1387 • Cell 404-245-0500

jhood@eminc.biz • www.eminc.biz

NEW BUSINESS

ITEM #1

Police Policy Update

NEW BUSINESS

ITEM #2

Police Department- Housing and Booking
Contract with JCSO

**HOUSING AND
BOOKING CONTRACT
JACKSON COUNTY
SHERIFF'S OFFICE**

THIS INDENTURE MADE AND ENTERED THIS: _____ DAY
OF: _____, 2024 BY AND BETWEEN THE
JANIS G. MANGUM, SHERIFF OF JACKSON COUNTY GEORGIA IN
HER OFFICIAL CAPACITY, HEREINAFTER REFERRED TO AS "THE
SHERIFF" AND THE CITY OF HOSCHTON, A GEORGIA MUNICIPAL
CORPORATION, HEREINAFTER REFERRED TO AS "THE CITY".

WITNESSETH THAT:

WHEREAS THE SHERIFF IS THE KEEPER OF THE JACKSON
COUNTY JAIL BY VIRTUE OF HER OFFICE AND THE CITY
OPERATES A MUNICIPAL/CITY POLICE DEPARTMENT; AND THE
PARTIES MUTUALLY DESIRE TO DEFINE THE TERMS AND
OBLIGATIONS THEY BEAR EACH OTHER FOR THE CITY'S USE OF
THE JACKSON COUNTY JAIL FOR BOOKING, PROCESSING AND
HOUSING PERSONS DETAINED BY SAID CITY'S POLICE
OFFICERS FOR OFFENSES PROSECUTED WITHIN SAID CITY'S
MUNICIPAL COURT, OR PERSONS INCARCERATED PURSUANT
TO CONVICTION AND SENTENCE BY SAID CITY'S MUNICIPAL
COURT.

NOW THEREFORE IN CONSIDERATION OF THE MUTUAL
BENEFITS ACCRUING TO THE PARTIES HEREUNDER, THE
SHERIFF AND THE CITY DO MAKE AND ENTER THIS CONTRACT.

PARAGRAPH ONE:

THE SHERIFF WILL ACCEPT, PROCESS, BOOK, AND HOUSE IN THE JACKSON COUNTY JAIL, THOSE PERSONS LAWFULLY ARRESTED AND DETAINED, EXCEPT PERSONS WHO HAVE NOT RECEIVED MEDICAL TREATMENT FOR OBVIOUS PHYSICAL INJURY OR CONDITIONS OF AN EMERGENCY NATURE, BY SAID CITY'S POLICE, FOR OFFENSES PROSECUTED IN SAID CITY'S MUNICIPAL COURT, OR PERSONS CONVICTED AND SENTENCED TO IMPRISONMENT BY SAID CITY'S MUNICIPAL COURT, HOWEVER, SAID CITY EXPRESSLY BINDS ITSELF AND AGREES TO MAKE PAYMENT IN THE AMOUNT OF \$40.00 PER PERSON, PER DAY TO JACKSON COUNTY SHERIFF FOR THE PROCESSING, BOOKING, AND HOUSING OF SAID PERSONS. A DAY SHALL BE DEFINED AS ANY PORTION OF ANY CALENDAR DAY A PERSON IS PHYSICALLY PRESENT AT THE JAIL. SAID CITY FURTHER AGREES TO BE RESPONSIBLE FOR AND/OR PAY ANY AND ALL COSTS RELATED TO ANY AND ALL HEALTH CARE EXPENSES OF ALL AFOREMENTIONED PERSONS DETAINED OR INCARCERATED IN THE JACKSON COUNTY JAIL. ALSO, SAID CITY WILL HOLD SAID SHERIFF AND BOARD OF COMMISSIONERS OF JACKSON COUNTY GEORGIA HARMLESS FROM AND INDEMINIFY AGAINST THEM AND ALL CHARGES FOR THE BENEFITS FOR ALL AFOREMENTIONED PERSONS DETAINED OR INCARCERATED IN THE JACKSON COUNTY JAIL.

PARAGRAPH TWO:

- (a) THIS CONTRACT IS SOLEY FOR THE BENEFIT OF THE SHERIFF, THE CITY, AND THE GOVERNING AUTHORITY OF JACKSON COUNTY AND CREATES NO RIGHT, BENEFIT OR EXPECTANCY ON THE PART OF ANY PERSON, DETAINED OR INCARCERATED, OR OTHER PERSONS, WHILE MEDICAL CARE IS GOVERNED BY THE TERMS OF STATE LAW.
- (b) THIS CONTRACT SHALL REMAIN IN FORCE AND EFFECTIVE FOR A PERIOD OF 1 YEAR FROM ITS INCEPTION DATE, AND MAY BE RENEWED FOR AN ADDITIONAL TERM BY THE PARTIES OR THEIR SUCCESSORS IN OFFICE. EITHER PARTY MAY TERMINATE THIS AGREEMENT EARLIER BY GIVING THE OTHER NOT LESS THAN (30) DAYS NOTICE OF THE TERMINATION OF THIS AGREEMENT.
- (c) THIS WRITING CONSTITUTES THE ENTIRE AGREEMENT OF THE PARTIES, AND THIS CONTRACT MAY NOT BE AMENDED EXCEPT IN WRITING, SIGNED BY THE SHERIFF AND ENACTED BY THE GOVERNING AUTHORITY OF THE CITY.

IN WITNESS WHEREOF THE PARTIES HAVE SET THEIR HANDS AND SEALS
THIS: _____ DAY OF: _____, 2024.



Sheriff, Jackson County Georgia

THE CITY OF: HOSCHTON, GEORGIA

Mayor/City Manager

THE UNDERSIGNED CITY CLERK HEREBY CERTIFIES THAT THE GOVERNING
AUTHORITY FOR THE CITY OF HOSCHTON, LAWFULLY ASSEMBLED AND
ENACTED THE FOREGOING CONTRACT, SPREAD THE SAME UPON THE
MINUTES OF THE MAYOR AND COUNCIL THIS: _____ DAY OF:
_____, 2024.

City Clerk

NEW BUSINESS

ITEM #3

Police Department- Memorandum of Understanding
with JCSO for Extraterritorial Assistance

**Memorandum of Understanding
Extraterritorial Assistance**

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is entered into on the _____ of _____ 2024, by and between the City of Hoschton by and on behalf of the Hoschton Police Department and the Jackson County Sheriff's Office. City of Hoschton Police Department and the Jackson County Sheriff's Office are hereinafter collectively referred to as "Party" or "Parties." This agreement incorporates by reference standards contained in O.C.G.A. § 36-69-1 *Et seq.*, including subsequent amendments thereto.

WHEREAS, where responses to emergency or special circumstances may exceed the immediate resources, skill, and equipment capacities of either Party's law enforcement agency, the City of Hoschton Police Department and the Jackson County Sheriff's Office may request that the other Party provide certified police officers to assist in providing law enforcement services.

WHEREAS, pursuant to O.C.G.A. § 36-69-1 *et seq.*, the Jackson County Sheriff's is authorized to furnish assistance extraterritorially to City of Hoschton Police Department upon the approval of the Sheriff of Jackson County with this MOU.

WHEREAS, pursuant to O.C.G.A. § 36-69-1 *et seq.*, City of Hoschton Police Department is authorized to furnish assistance extraterritorially to the Jackson County Sheriff's Office with the approval of the Chief of Police for the City of Hoschton, with this MOU.

NOW, THEREFORE, the parties agree as follows:

- 1. Purpose:** The purpose of this MOU is to permit each Party to assign law enforcement officers to the other Party for law enforcement services within Jackson County, Georgia or the City of Hoschton as requested by the law enforcement agencies of the Parties. In accordance with O.C.G.A. § 36-69-8, nothing in this MOU shall be construed as creating a duty on the part of the Parties to respond to a request for assistance, or to stay at the scene of a local emergency for any length of time.
- 2. Requests:** Requests for assistance may be made by the Chief of Police, of the City of Hoschton Police Department or the Sheriff of Jackson County to include their designee in a local emergency, in the prevention or detection of violations of any law, in the apprehension or arrest of any person who violates a criminal law of this state, or in any criminal case.
- 3. Authorities:** The senior officer of the requesting Party shall be in command of the local emergency as to strategy, tactics, and overall direction of the operations.
- 4. Powers and Duties of Responding Personnel:** In accordance with O.C.G.A. §36-69-4, responding employees of either Party "shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the political subdivision in which they are normally employed."

5. Responsibility for Expenses and Compensation of Employees: Parties responding to requests in conformance with this MOU shall pay any expense for furnishing of their own equipment, loss or damage to such equipment, and costs incurred in operation and maintenance of their equipment. Responding Party shall compensate responding employees during the time they are rendering aid and defray actual travel expenses of employees. Compensation shall include compensation due to personal injury or death while employees are rendering aid. (O.C.G.A. § 36-69-5.)
6. **Effective Date:** This agreement shall take effect upon execution and approval by the hereinafter-named officials, including the City of Hoschton City Council, and shall continue in full force and effect unless terminated by any or all of the parties herein.

WHEREFORE, the parties hereto cause these presents to be signed on the dates listed below.

City of Hoschton, Georgia
By and on behalf of the City of Hoschton
Police Department

Jackson County Sheriff's Office
By and on behalf of
Jackson County Sheriff's Office

Authorized City Official Date

Janis G. Mangum 6-25-2024

Janis Mangum, Sheriff Date

Printed Name and Title

Authorized City Official Date

Printed Name and Title

NEW BUSINESS

ITEM #4

Public Works Building Exterior Color Scheme

Staff Recommendation

Walls: "Charcoal"

Gutters, Downspouts, Framed Opening Trim: "Gallery"

(Roof will be "Galvalume")



Charcoal Desert Gray Polar Brilliant



Fern



Hunter



Colony



Crimson



Rustic



Burgundy



Gallery



Hawaiian



Light Stone



Tan



Brown



Burnished Slate



Choose CentralGuard for the best protection and a lifetime warranty.

26 GAUGE SMP FINISH

Commercial Colors

R-Loc™
M-Loc™
7.2



*Contact your salesperson for accurate pricing. † Color variation between orders is normal and not cause for rejection. ‡ Weathering and appearance variation, including color, sheen, and spangle, is common in non-painted materials and is not a cause for rejection. For consistent appearance, choose a paint-finished product. Colors on this chart are close representations of actual metal color, limited by printing and viewing conditions. Color matching optimized for outdoor viewing.



PREMIUM COLOR
Fluropon® 70% PVDF
20-year Warranty
Copper Metallic*†
PRIME



Clear acrylic coating
Galvalume®‡



Choose CentralGuard® for the best protection and a lifetime warranty.

CentralGuard is our specific combination of everything that goes into making the highest-quality metal panels. Available on our Prime panels, the CentralGuard name guarantees that you have the best protection and a lifetime paint warranty.

Choose Prime for the perfect balance of fade protection, rust blocking, and dent resistance. Upgrade to Ultra for projects that demand the ultimate dent resistance.



	PRIME CentralGuard	ULTRA CentralGuard
FADE PROTECTION		
Paint Warranty	LIFETIME	LIFETIME
Paint Thickness	THICKER 1.0 mil	THICKER 1.0 mil
Fade Warranty	30-YEAR	30-YEAR
Fade Protection	✓	✓
RUST BLOCKING		
Advanced Rust Blocking	✓	✓
Perforation Warranty	20-YEAR	20-YEAR
Substrate Thickness	1.60 mil	1.60 mil
DENT RESISTANCE		
Advanced Dent Resistance	✓✓	✓✓
Steel Thickness	THICK	THICKEST
Steel Gauge	26 ga.	24 ga.
INSTALLATION		
Purlin Bearing Leg	✓	✓
COLOR AVAILABILITY		
R-Loc	All colors	Burnished Slate, Charcoal, Galvalume, Gray, Light Stone, Polar
M-Loc	All colors	Galvalume, Light Stone, Polar
7.2 - 36" coverage	Brilliant, Burnished Slate, Charcoal, Galvalume, Gray, Light Stone	Galvalume
7.2 - 28.8" coverage	All colors	-

R-Loc™



7.2 (36" Coverage)



M-Loc™



7.2 (28.8" Coverage)



NEW BUSINESS

ITEM #5

Public Works Building
Contract Addendum

ADDENDUM

Addendum No. One (1)

Date: June 5, 2024__ Engineer's Project No. 23-003_____

Project: City of Hoschton New Public Works Facility _____

Owner: City of Hoschton, Georgia _____

Contractor: Garland And Associates, Contractors, Inc.

Contract for: Construction Manager at Risk, City of Hoschton Public Works Facility _____

Contract date: Design Phase- June 22, 2023 _____

This addendum covers increases in cost for the Phase 1- design to include multiple revisions to the plans and building layout to value engineer the project to meet the Owner's budgetary restrictions. The original contract amount is revised from \$10,000.00 to \$18,250.00

The changes result in the following adjustment of Contract Price and Contract Time:

Net Increase in Contract Price Resulting from this Change: \$8,250.00 _____

Net Increase in Contract Time: 90 days _____

The Total obligated construction funds for this project including this addendum is \$831,034.50

The above changes are accepted: _____
City of Hoschton
Owner

DATE: _____ BY: _____

GARLAND AND ASSOCIATES CONTRACTORS, INC. acknowledges the above-described changes in the scope of services and costs for the above referenced project.

APPROVED BY: _____
GARLAND AND ASSOCIATES CONTRACTORS, INC
BY: Steven Cantano
TITLE: PM
DATE: 06/05/24

NEW BUSINESS

ITEM #6

Personnel Policy Update
Overtime of Non-Exempt Employees

Resolution 2024-35

CITY OF HOSCHTON
STATE OF GEORGIA

RESOLUTION 2024-35

**A REOSLUTION ADOPTING AN AMENDMENT TO THE PERSONNEL POLICY
REGARDING OVERTIME PAY FOR NON-EXEMPT EMPLOYEES**

WHEREAS, the governing body of the City of Hoschton (“City”) desires to amend the personnel policy, such that employees of the City are aware of their rights and obligations relating to employment by the City and to ensure that the citizens of the City continue to receive excellent service from the persons who work for the City; and

WHEREAS, the City has reviewed the personnel policy and wished to amend Section 7.3.1, Non-Exempt Employees, as attached hereto in “Exhibit A”.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the City of Hoschton does hereby adopt the amended personnel policy and directs the Mayor and City Manager to sign such documents and take such action as are necessary to ensure that the personnel policy is made available to City staff.

Adopted this 16th day of July, 2024.

Debbie Martin, Mayor

ATTEST:

Jennifer Williams, Assistant City Clerk

Proposed Policy

must be returned to the City as soon as the telecommuting arrangement is no longer valid or if the equipment will no longer be needed by the employee to do their work.

The City will not provide office furniture.

It is important that consistent communications be maintained by telecommuting employees. Telecommuters shall be available at their remote locations by telephone and/or e-mail to management and other City staff during agreed-upon work hours. The City will not provide cell phones to telecommuters unless they are otherwise provided in the normal scope of business. Telecommuters shall notify the office if they leave their telecommuting location, just as they would inform the receptionist or someone else when leaving the traditional office during the workday. Reimbursement for cellular phone calls from the remote work location requires department head approval.

7.3 OVERTIME

The City overtime pay policy conforms to overtime provisions of the Fair Labor Standards Act. Exemption from these provisions will be claimed for an employee only when it can clearly be established that the position duties and responsibilities meet the requirements for such exemption. Therefore, all City positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act "FLSA" regulations.

7.3.1 NON-EXEMPT EMPLOYEES

Non-exempt employees are entitled to additional compensation work period. All overtime must be authorized in advance by the City Manager. Overtime pay is calculated at one and one-half times the employee's regular rate of pay for all time worked beyond the established work period.

When computing overtime, holidays, training and paid time off (PTO), or any leave of absence, will not be considered as hours worked. Paid Time Off (PTO) hours are not considered hours worked for the purpose of determining eligibility for Family Medical Leave (FML).

Current policy

must be returned to the City as soon as the telecommuting arrangement is no longer valid or if the equipment will no longer be needed by the employee to do their work.

The City will not provide office furniture.

It is important that consistent communications be maintained by telecommuting employees. Telecommuters shall be available at their remote locations by telephone and/or e-mail to management and other City staff during agreed-upon work hours. The City will not provide cell phones to telecommuters unless they are otherwise provided in the normal scope of business. Telecommuters shall notify the office if they leave their telecommuting location, just as they would inform the receptionist or someone else when leaving the traditional office during the workday. Reimbursement for cellular phone calls from the remote work location requires department head approval.

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